



One state. One system.

Project Costing/Customer Contracts/Grants Management Business Process Workshop (BPW)

July 2018 Departmental Release



Agenda

- BPW Objectives
- Project Costing (PC)
 - Process Overview
 - Detailed End-User Role Description
 - Configurations (BUSN715a)
 - Demonstration
- Customer Contracts (CA)
 - Process Overview
 - Detailed End-User Role Description
 - Demonstration
- Grants Management (GM)
 - Process Overview
 - Detailed End-User Role Description
 - Configurations (BUSN715b)
 - Demonstration
- Next Steps

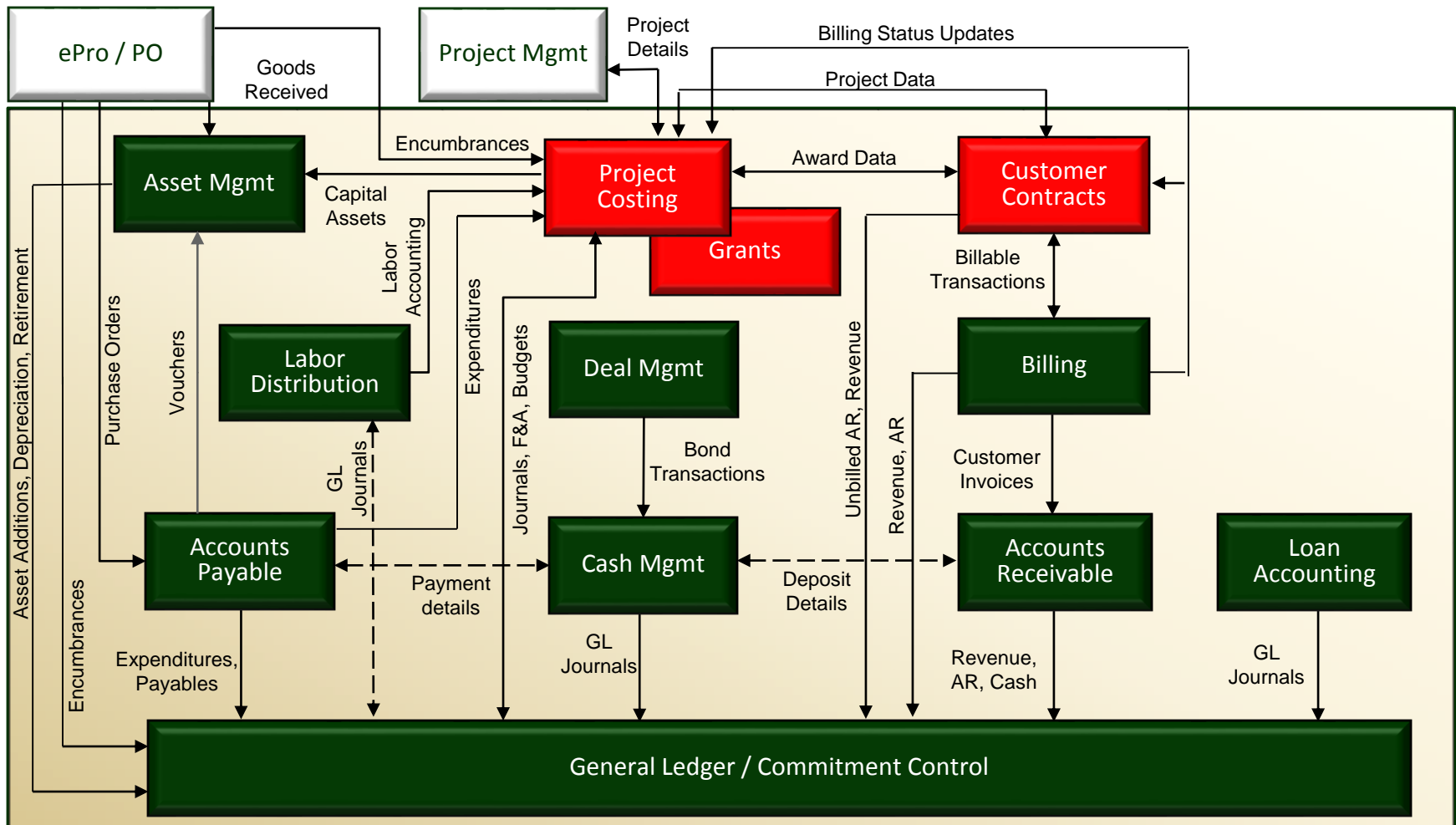
BPW Objectives

- The Business Process Workshops will provide:
 - An overview of the business process, including key terms and functionality being implemented
 - A list of changes with the “To-Be” business process
 - An opportunity to discuss and begin identifying department-specific changes and impacts
 - An explanation of end-user roles

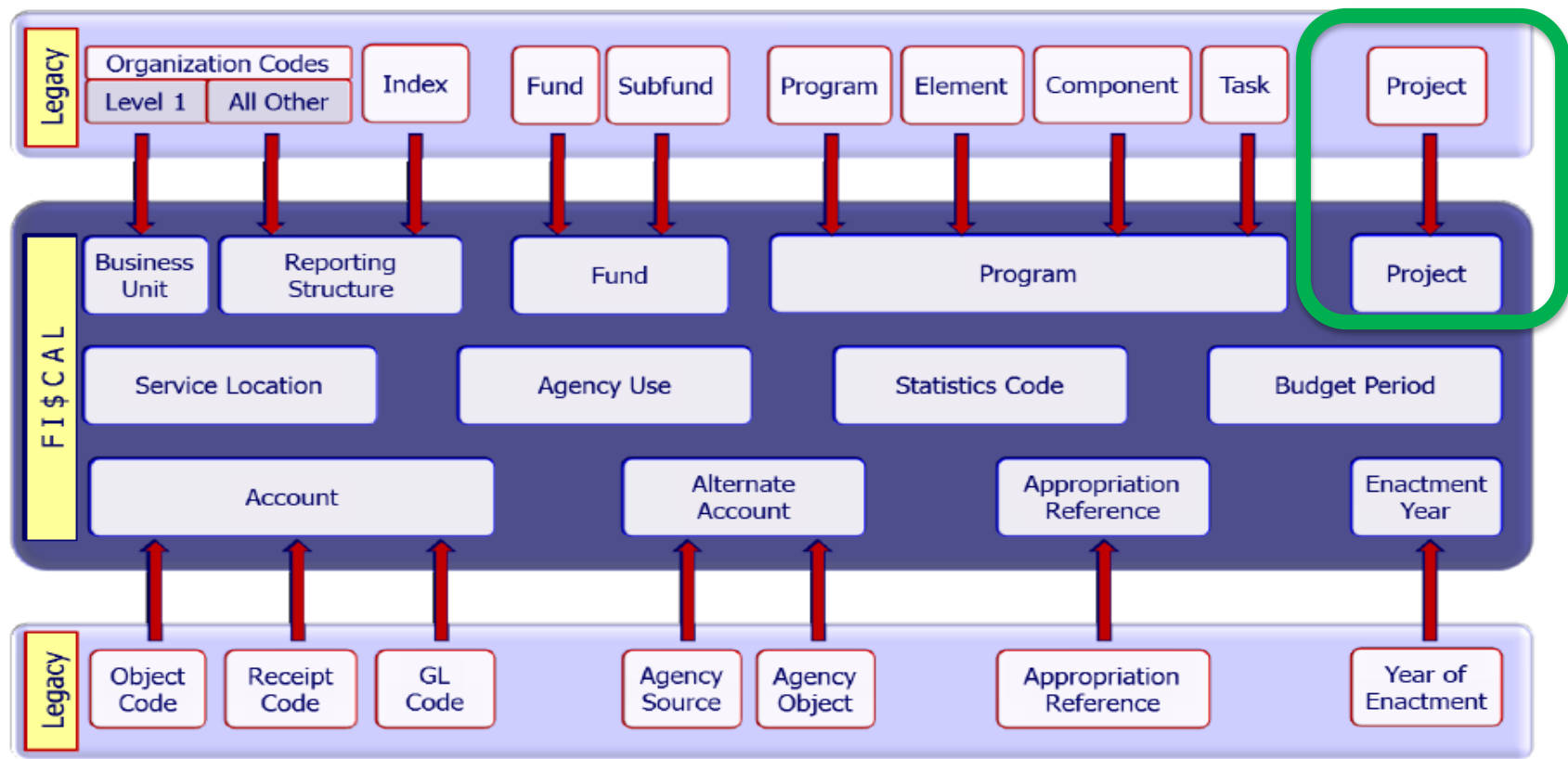
What You Should Take Away

- Process overview level understanding of the FI\$Cal business processes. For this session, the business processes are:
 - Project Costing
 - Customer Contracts
 - Grants Management
- End User Roles
 - Project Costing
 - Customer Contracts
 - Grants Management
- Configurations needed for
 - Project Costing
 - Grants Management

FI\$Cal Solution - Accounting



ChartField / UCM Cross-reference



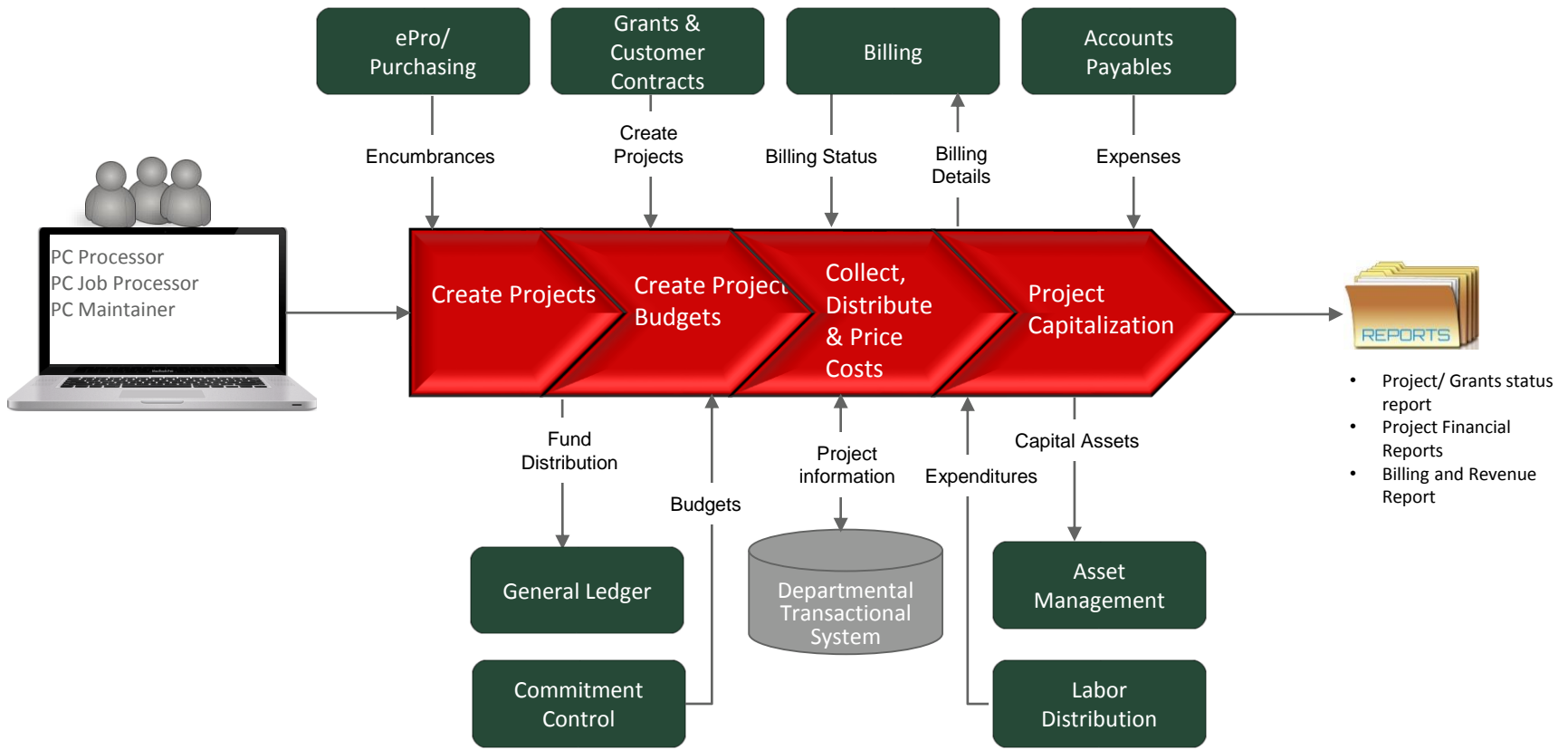


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Project Costing



Project Costing Overview



Project Costing Overview

Project Costing is a tool for cost collection, pricing, processing and reporting. Once a project and project activity are set up, they become chartfield values that can be used in other modules. It is required to use with federal fund (0890), bond fund (e.g. 6063, 6065 etc.), appropriated capital outlay projects and statewide emergency tracking. Project is used for tracking reimbursement (a.k.a - fund source R for Calstars) as well as other usage for department's reporting needs.

Key Terms

- ❑ **Rate set** – configuration values that identify billable transactions
- ❑ **Analysis Type** - Defines which module the transaction originated from. It is used to create rate sets and funds distribution rules. Analysis types also display on Project Costing reports and queries.
- BD1 - Project Budgets created from Commitment Control (e.g. DEPEXPxx – depending on department budget definition configuration)
- BUD - Project Budgets created from Grants Management
- COM - Encumbrance from Purchasing (PO)
- CRV - Reduces the COM (encumbrance) when payment (voucher) is made
- ACT - Expenditures from Accounts Payable (voucher)
- GLE - Expenditures from General Ledger (e.g. cost allocation)
- PAY - Expenditures from Labor Distribution
- OLT - Over Limit (when billable expenditure is greater than the customer contract billing limit)
- BIL - Specific expenditure transaction to be billable using rate set
- BLD - Changes the BIL analysis type once revenue collection process is completed
- GLN – Encumbrance allocation from General Ledger
- ❑ **Project Tree** – Tree structure for appropriated capital outlay projects

CALSTARS Project and Work Phase



```

9990 I.10: Project Control Entry                                04-05-2005 12:59 PM

FUNCTION: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)
  A      B
PROJECT/WORK PHASE> _____
TITLE> C _____

START DATE: MM DD YYYY   D/E
END DATE  : MM DD YYYY

PROJECT TYPE> F  FEDERAL CATALOG> G  SUB GRANTEE CODE: _____


POSTING AND CONTROL INDICATORS:
OBJECT> _  REVENUE> _  GENERAL LEDGER> _  APPROPRIATION> _  CASE> _

OTHER INDICATORS:
ACTIVE/INACTIVE> H  BILLING CYCLE> _

Command: _____ LP DATE: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retr  Quit  Log   List  Dfalt Bkwd  Frwd  Clear                Main
  
```

FI\$Cal Project and Activity

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Project Definitions ▾ > General Information

FI\$Cal  Hor

General Information | Project Costing Definition | Primavera Sync | Manager | Location | Phases | Approval | Justification | User Fields | Rates | Attachments | ▶

A Project LS0015000515 Add to My Projects

C *Description FY15-16 LSTA State Grant ☐ Program **H** Processing Status Active
Project Status: Active - allow all transaction

F *Integration 6120 CA State Library

Project Type

Percent Complete 0.00 As Of

Project Health As Of

Contract Number: LS0015000515

Project Schedule ?

*Start Date 10/01/2014 **D** *End Date 09/30/2016 **E** Additional Dates

D

General Information | Project Costing Definition | Primavera Sync | Manager | Location | Phases | Approval | Justification | **User Fields** | Rates | ▶

Project LS0015000515 Description FY15-16 LSTA State Grant

User Fields

G **CFDA Number** 10509

P/N 02

C 1

Parent Project Number

Field 4

Field 5

User Currency

Amount 1


Amount 2

Amount 3

Date 1

Date 2

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Project Definitions ▾ > General Information > Project Activities > Project Activity

FI\$Cal 

General Information | Definition | EA Rates | Location | Attachments | Quality | User Fields | Rates | Budget Alerts | Asset Integration Rules

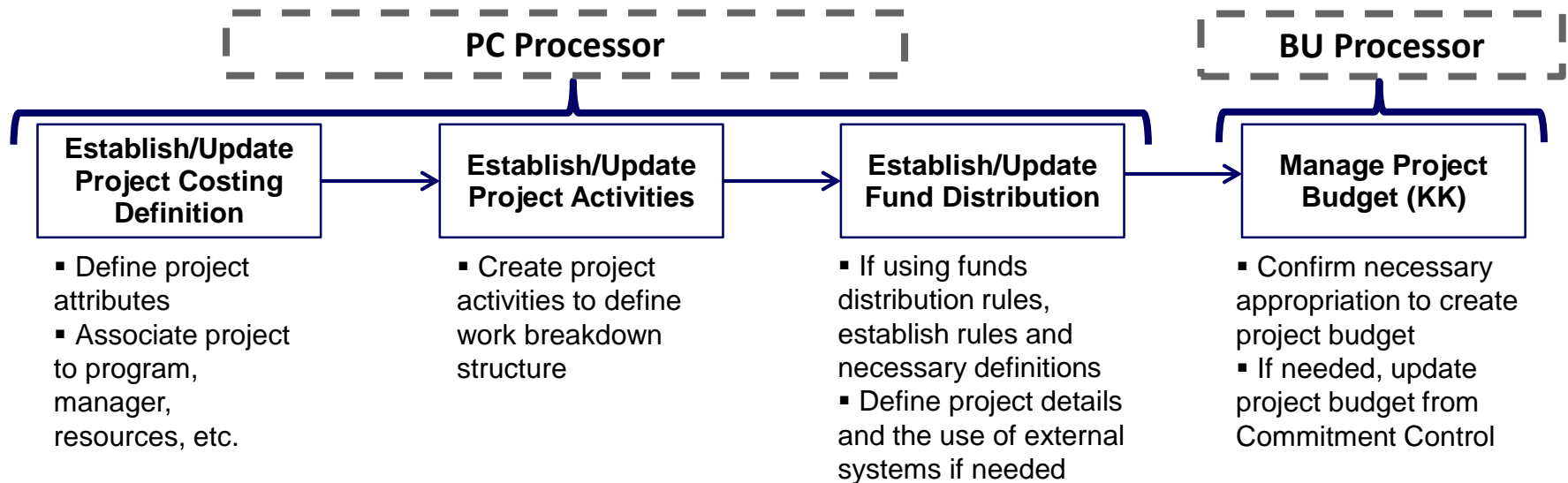
Project LS0015000515 Description FY15-16 LSTA State Grant

B Activity 000001 *Description **VP14 - LSTA State Operation**

PC End-User Roles

FI\$Cal End-User Role	Responsibilities
PC Processor	Individuals in your department who create and maintain projects
PC Job Processor	Individuals in your department who will run the batch processes, upload project/activity/team/non-financial transaction
PC Maintainer	Individuals in your department who will maintain department configuration items for Project Costing such as source, category and subcategory

Create & Maintain Project & Budget



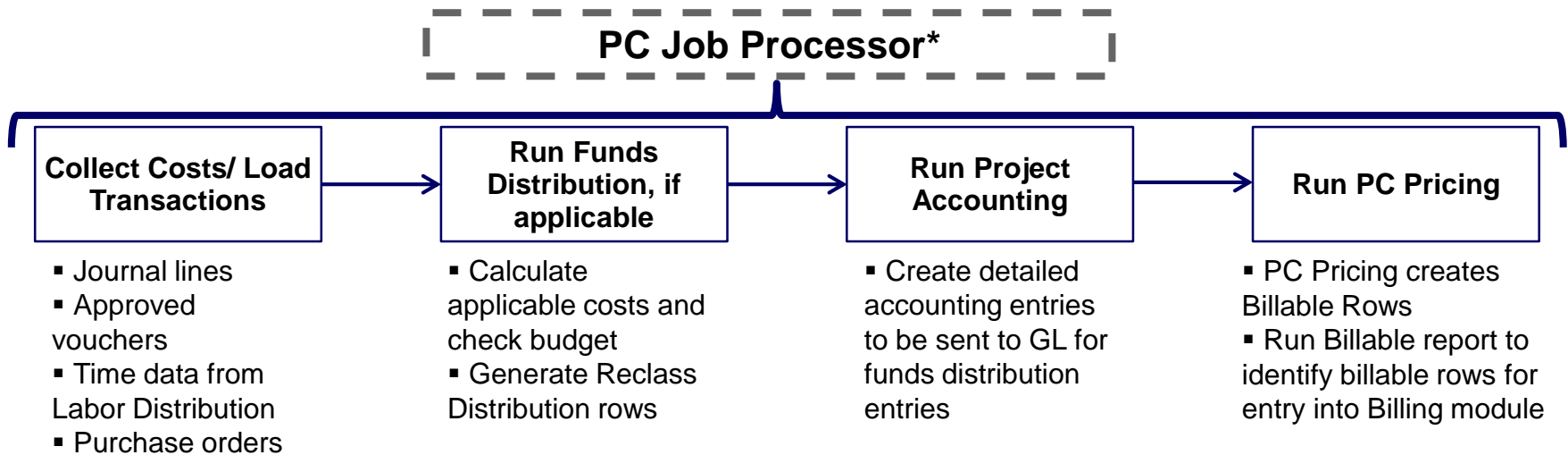
Key Takeaway

- Standardized project reporting capability across departments through consistency and use of common system configured fields.
- Project id must be unique statewide
- Statewide reporting for emergencies
- Operating Budget for Project depends on how department chooses to configure their budget

Operating budget structures for project

Available Operating Budget Structures																					
Name	Budget Type	Required ChartFields											Summary Budgeting Supported								
		Account	Fund	Program	Reporting Structure	Service Location	Agency Use	PC Business Unit	Project ID	Project Activity	Enactment Year	Approp Reference	Account	Fund	Program	Reporting Structure	Service Location	Project ID	Project Activity	Enactment Year	Approp Reference
Available Expenditure Budget Structures																					
EXP1	Expenditure	✓	✓	✓	○	○	○	☒	☒	☒	✓	✓	✓		✓						
EXP2	Expenditure	✓	✓	✓	✓	○	○	☒	☒	☒	✓	✓	✓		✓	✓					
EXP3	Expenditure	✓	✓	✓	✓	✓	○	☒	☒	☒	✓	✓	✓		✓	✓					
EXP4 (Project)	Expenditure	✓	○	○	○	○	○	✓	✓	✓	○	○	✓								
EXP5 (Project)	Expenditure	✓	✓	○	○	○	○	✓	✓	✓	✓	✓	✓								
EXP6 (Project)	Expenditure	✓	✓	✓	○	○	○	✓	✓	✓	✓	✓	✓		✓						
EXP7 (Project)	Expenditure	✓	✓	✓	✓	○	○	✓	✓	✓	✓	✓	✓		✓	✓					
Available Revenue / Receipt Budget Structures																					
REV1	Revenue	✓	✓	○	○	○	○	☒	☒	☒	○	○	✓								
REV2	Revenue	✓	✓	✓	○	○	○	☒	☒	☒	✓	✓	✓		✓						
REV3	Revenue	✓	✓	✓	✓	○	○	☒	☒	☒	✓	✓	✓		✓	✓					
REV4	Revenue	✓	✓	✓	✓	✓	○	☒	☒	☒	✓	✓	✓		✓	✓					
REV5 (Project)	Revenue	✓	✓	✓	✓	○	○	✓	✓	✓	✓	✓	✓		✓	✓					
Requested Budget Structures																					
		✓	Required Field																		
		○	Optional Field																		
		☒	Field not being added																		

Collect, Distribute, and Price Cost

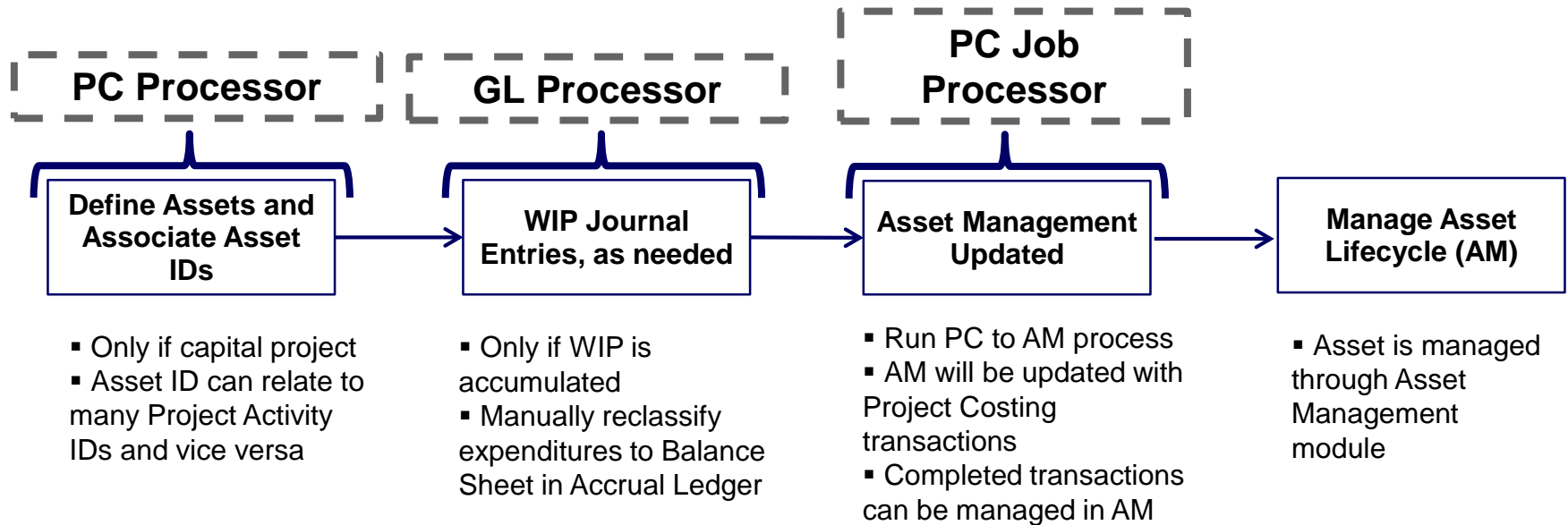


* This role is required when the process needs to be run manually otherwise it is run via the nightly batch

Key Takeaway

- Funds Distribution functionality allows source and target rules to be defined, producing new accounting distributions that will be sent to GL.

Project Capitalization



Key Takeaway

- Integration between Project Costing and Asset Management allows for automated tracking of WIP in Projects, and automated interfacing of assets to Asset Management when the asset is ready to be capitalized.



BUSN815a – Project Costing Configurations



BUSN815a - Project Costing Configurations Workbook

Department:	<Department Name>
Task Name:	BUSN815a - Submit Proposed Department Values for Project Costing
Submitted by:	
Submitter Phone:	
Submitter Email:	
Date Submitted:	

Provide additional information below to identify individuals who assisted in completing the worksheets in this workbook:

Worksheet:	SOURCE TYPE
Completed by:	
Completer Email:	
Last Revised Date:	

Worksheet:	CATEGORY
Completed by:	
Completer Email:	
Last Revised Date:	

Worksheet:	SUBCATEGORY
Completed by:	
Completer Email:	
Last Revised Date:	

Worksheet:	PC CUSTOM ATTRIBUTE
Completed by:	
Completer Email:	
Last Revised Date:	

Worksheet:	RATE SET
Completed by:	
Completer Email:	
Last Revised Date:	

- **BUSN815a – Project Costing: Source Type, Category, Subcategory**
- PC Maintainer role can add additional configured values
- Appears on distribution line (e.g. Purchasing (PO), Voucher (AP), General Ledger, Accounts Receivable, etc.)

Distribution Personalize | Find | View All | First 1 of 1 Last

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information

Dist	Status	Percent	Alt Acct	Program	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
1	Open				3600	000000000002362	00000000000020	48300	CB031	

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart Exchange Rate Statistics Assets

	Copy Down	Line	Merchandise Amt	Quantity	ct	Program	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
	<input type="checkbox"/>	1	0.00				3600	000000000000	A	48100	CADM1	ADCL


- **BUSN815a – Project Costing: PC Custom Attribute**
- PC Maintainer role can add additional values

FISCal


Navigation: Favorites ▾ Main Menu ▾ > Project Costing ▾ > Project Definitions ▾ > General Information

Buttons: User Fields Rates Attachments Asset Integration Rules Budget Alerts Supplemental Data **Project Attributes** Fund Source ▶

PC Business Unit 3600 Project ID 36001500121204 121 NNPSM 0001

Reporting Structure 


Estimated Project Cost


Lead BU (Statewide emergency projects) 


Current Phase

*Quarterly Reportable

Project Delivery Method


LEED System 


LEED Rating 


Customer Account Number 


Customer Name

Customer Acronym



Customer Business Unit 

Customer Project ID 



Departmental/Parent PC BU 





Departmental/Parent Project ID 

Last Updated Date Time 07/27/2017 11:10:02AM

Child Projects Personalize | Find | View All |   First 1 of 1 Last

PC Business Unit	Project	Description
1		

Custom Attributes Personalize | Find | View All |   First 1-2 of 2 Last

Attribute Name	Description	Value Free Form	Value Drop Down	Value Prompt	UOM
1 ABCRS_ID 	ABCRS Project ID			ABCRS_DG1 	
2 BondDTL 	Bond Detail	12346 			

BUSN815a – Project Costing: Rate Set

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#)

Contract Line 1 **Price type** Rate

Product GRANTS_AS_INCURRED
Description Grants rate-based contract

Amend Contract

PC Business Unit 3600 **Transaction Limits** **Review Limits**
Billing Limit 50,000.00 **Perform Limit Checking**
Revenue Limit 50,000.00
Discount ID **Retainage ID**
☐ **Tiered Pricing** **Tiered Pricing**

Associated Rates [Personalize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

	Effective Date	Status	Rate Selection	Rate Set	
1	05/06/2017	Active	Rate Set	GMRATE	Rate Set

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Project Definitions](#) > [General Information](#)

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[General Information](#) | [Project Costing Definition](#) | [Primavera Sync](#) | [Manager](#) | [Location](#) | [Phases](#) | [Approval](#) | [Justification](#) | [User Fields](#) | **[Rates](#)**

Project ASINCURRED **Description** Test

Associated Contracts [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Activity	Sold To Customer	Contract Number	Line			Rate Selection	Description
000000000000002	AR00288	0000000070	1	Billing	Revenue	Rate Set	GMRATE
000000000000001	1951400	ASINCURRED	1	Billing	Revenue	Rate Set	GMRATE

Rates [?](#)


Rate Selection

Rate

[View/Add Rates](#) [Update Activities](#)




BUSN815a – Project Costing: Rate Set cont'd

Favorites ▾ | **Main Menu** ▾ > **Project Costing** ▾ > **Activity Definitions** ▾ > **General Information**

FI\$Cal 









General Information | **Definition** | **Location** | **Attachments** | **Quality** | **User Fields** | **Rates** | **Budget Alerts** | **Asset Integration Rules**

Project ASINCURRED **Description** Test
Activity 0000000000000001 **Description** a

Associated Contracts  Personalize | Find | View All |   First ◀ 1 of 1 ▶ Last

Sold To Customer	Contract Number	Line			Rate Selection	Description
1951400	ASINCURRED	1	Billing	Revenue	Rate Set	GMRATE

Go To: [Activity Team](#) [Activity Status](#) [Project Transactions](#)

 Save |
  Return to Search |
  Previous in List |
  Next in List |
  Refresh |
  Add |
  Update/Display |
  Include

Demonstration Overview



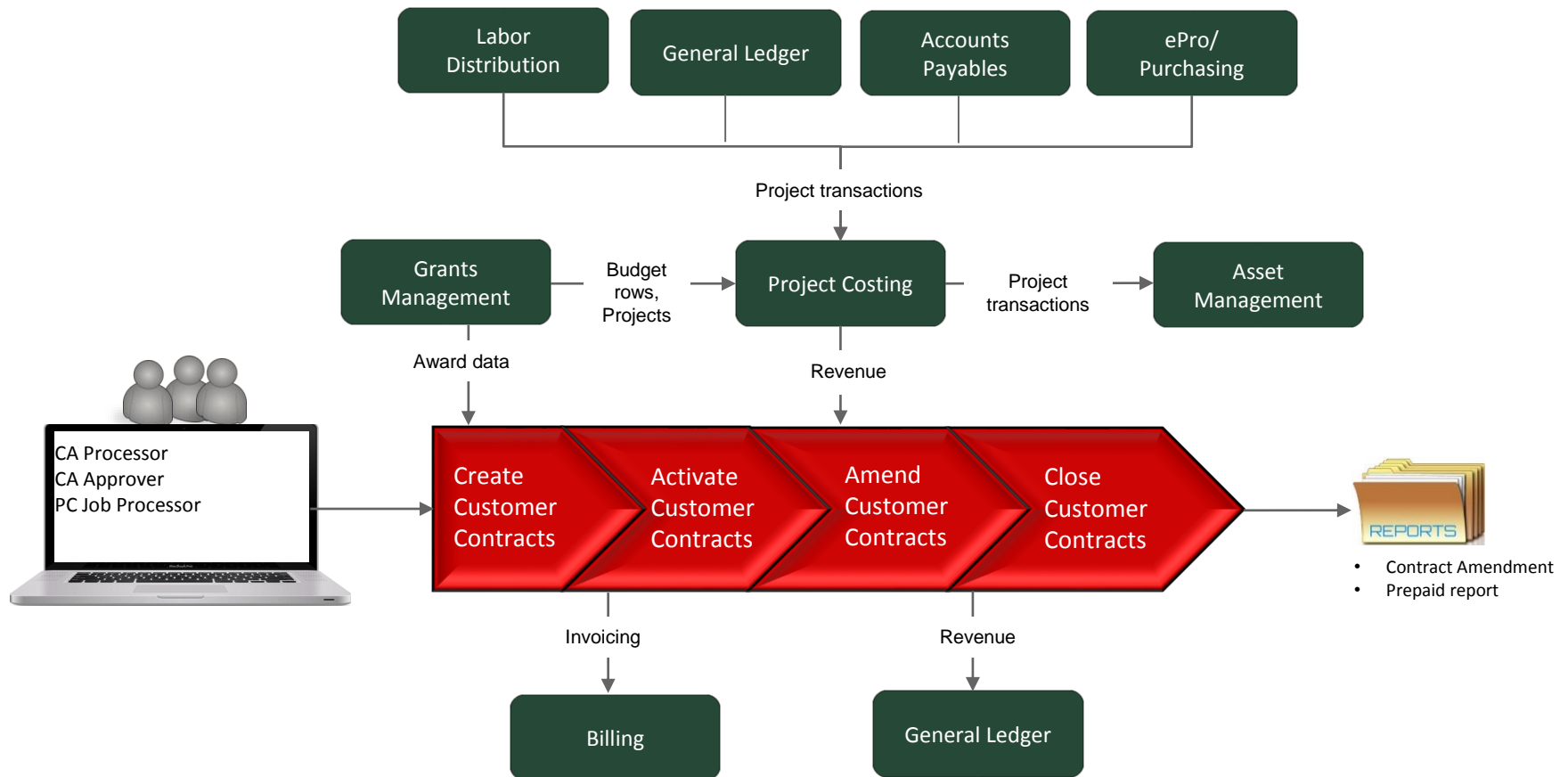


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Customer Contracts



Customer Contracts Overview



Customer Contracts Overview

- Customer Contracts - captures contractual terms and conditions of federal awards and reimbursable projects, allows for when and how to bill the customers, manages contract amendments, captures prepaid deposits, link Project Costing to the Billing and Accounts Receivable modules, ability to drill from Customer Contracts Billing History to review associated AR payments, captures rate-based (billing customer based on expenditures incurred) and amount based contracts (billing based on amount (e.g. rent)).

Accounting Entries

- Revenue Entry: The accounting entry is generated when the revenue process is run by debiting Unbilled AR and crediting Revenue Account.

Account	Debit	Credit
Unbilled AR Account	100	
Revenue Account		100

- Billing Entry: The accounting entry is generated when the billing process is run, by debiting AR and crediting Unbilled AR account

Account	Debit	Credit
AR Account	100	
Unbilled AR Account		100

Accounting Entries

- When cash applications are posted in Accounts Receivable Cash is debited and AR is credited.

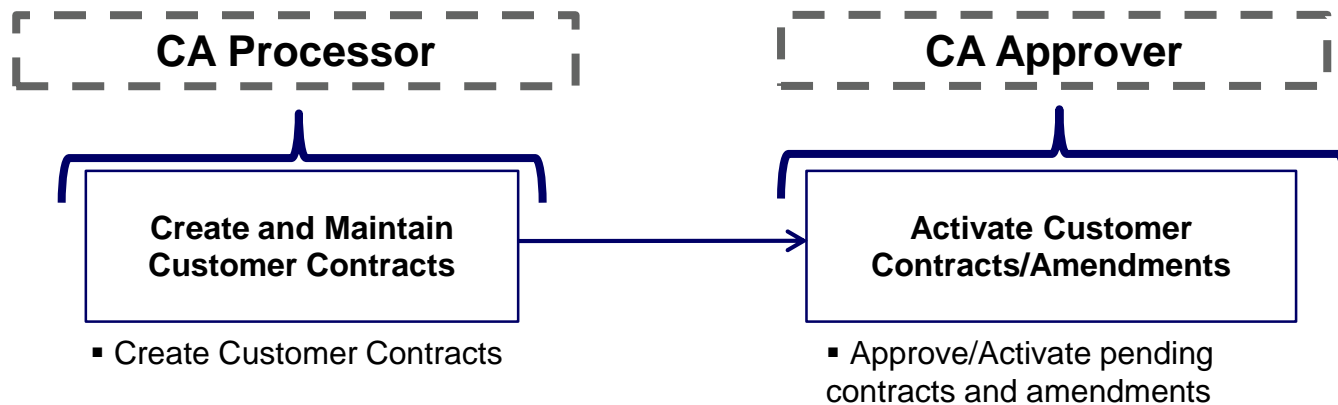
Account	Debit	Credit
Cash Account	100	
AR Account		100

- Net Effect of the 6 Accounting entries will be Debit Cash Account and Credit Revenue Account.

CA End-User Roles

FI\$Cal End-User Role	Responsibilities
CA Processor	Individuals in your departments who create customer contracts
CA Approver	Individuals in your department who, <ul style="list-style-type: none"> • Activate customer contracts • Amend customer contracts • Approve customer contracts • Close customer contracts • Cancel customer contracts
PC Job Processor	Individuals in your department who will run the batch processes from Customer Contracts to Billing

Create Customer Contracts



Key Takeaway

- Rate Based contract lines link Project Costing to Billing.
- All billing information sent into Billing Interface tables

Demonstration Overview



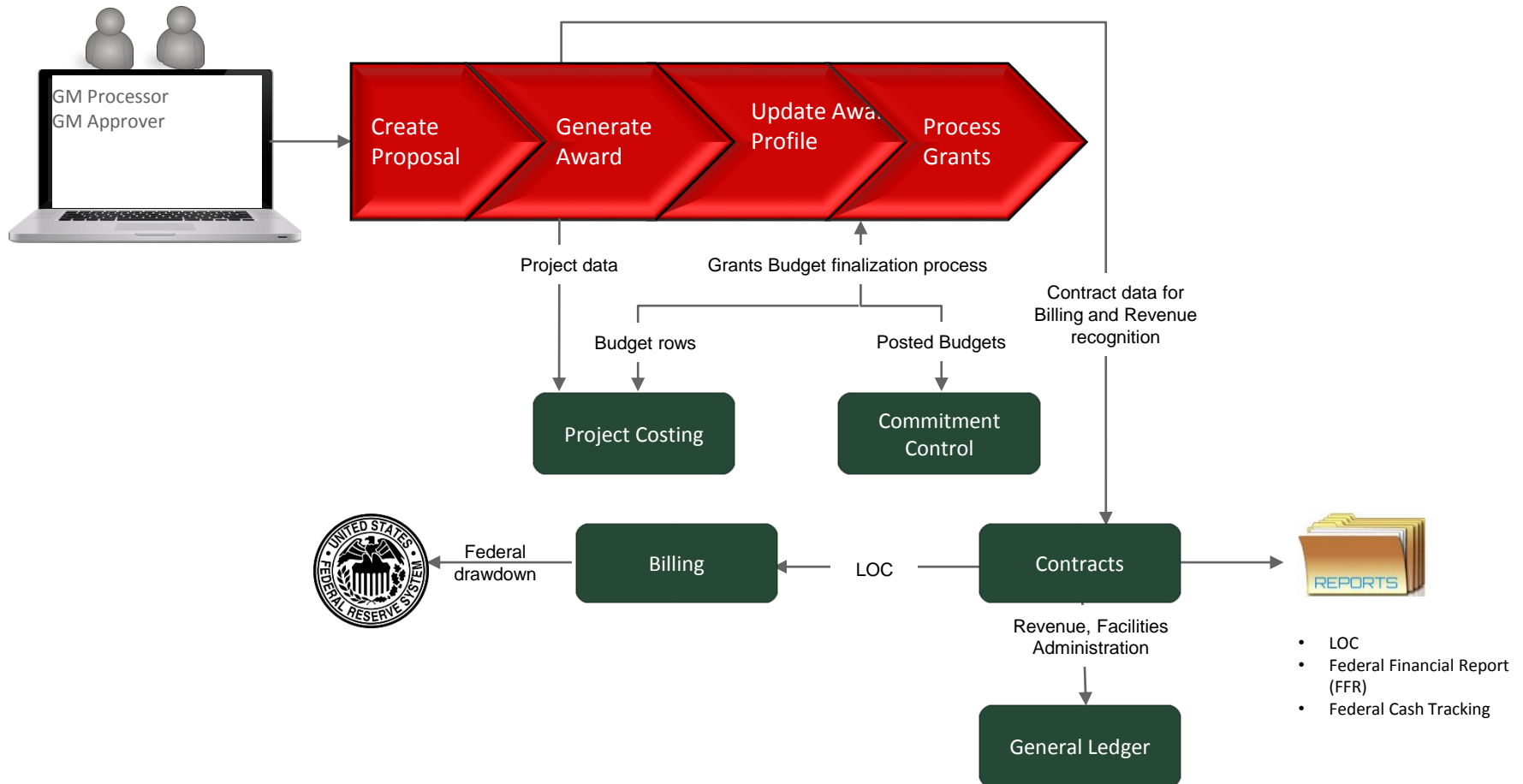


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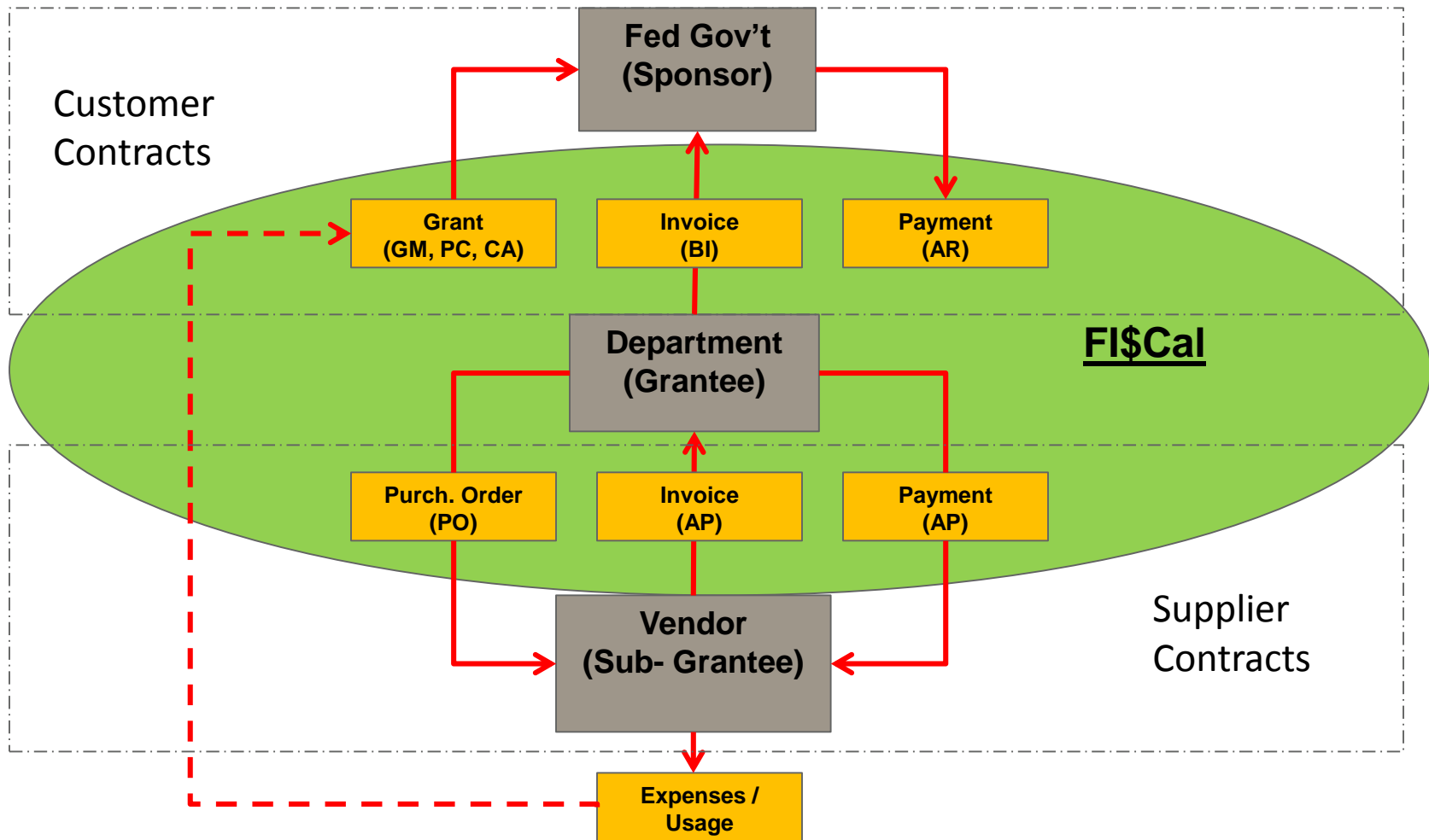
Grants Management



Grants Management Overview



Grants Management Overview



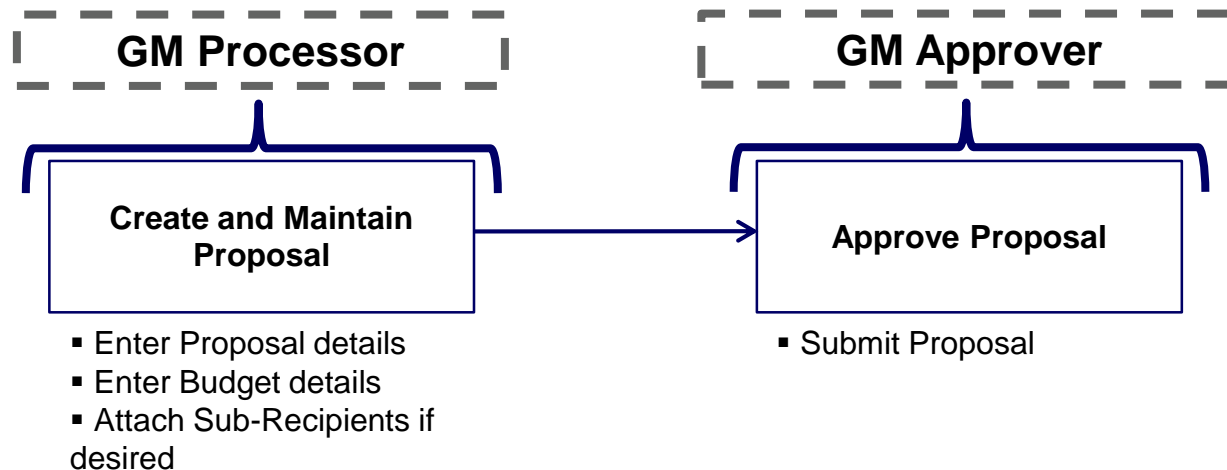
Grants Management Overview

- Grants Management - manages the complete grant life cycle from proposal to award, capture profile data about the department, sponsors (Feds) and sub-recipients for each proposal, project, budget, or award, facilitate the departments with federal drawdown and Facilities and Administration (F&A – indirect cost rate), integrates with Project Costing and Customer Contracts

GM End-User Roles

FI\$Cal End-User Role	Responsibilities
GM Processor	<ul style="list-style-type: none">Individuals in your department who create and maintain grant proposals and awards
GM Approver	<ul style="list-style-type: none">individuals in your department who submit/approve grant proposals and awards

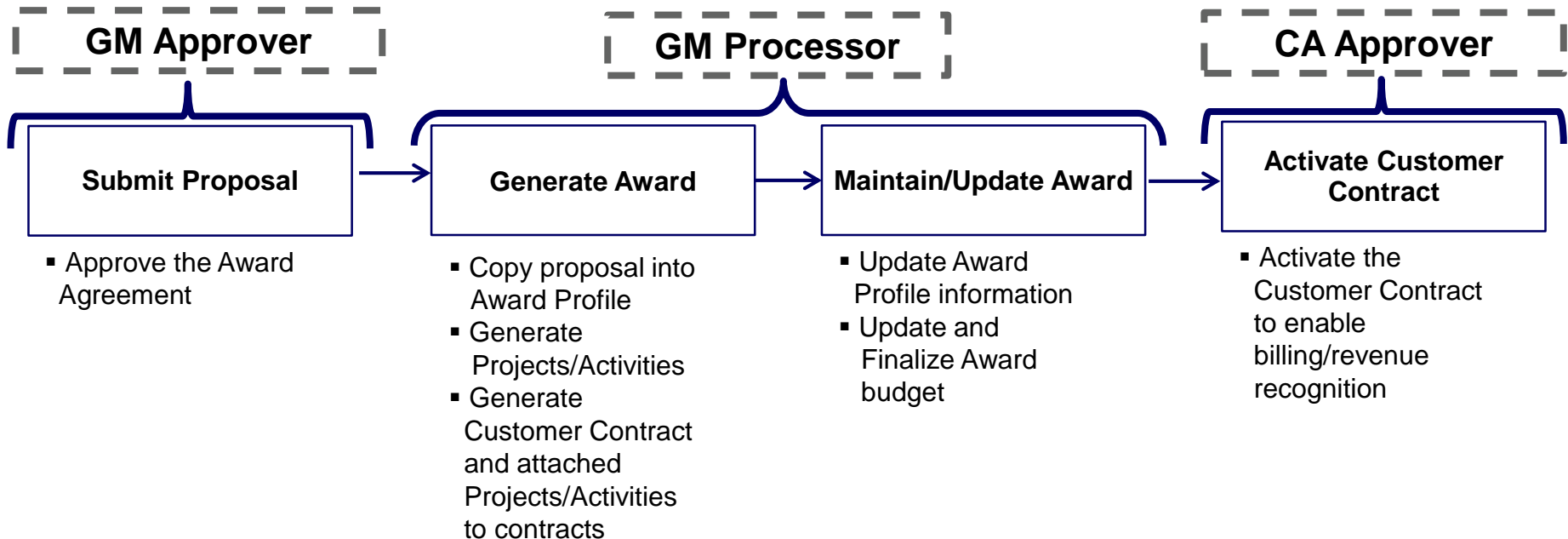
Create Proposal



Key Takeaway

- Proposals are optional but are key to system integration.
- Proposals do not trigger processing within the system – equivalent to a pending award.
- Most proposal information can be updated/added on the Award after generation.

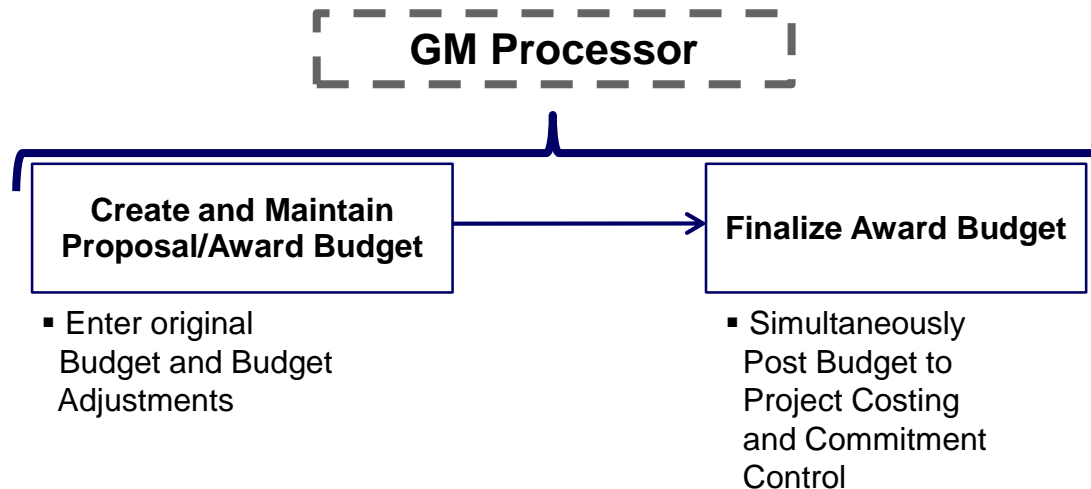
Generate Award



Key Takeaway

- Award is generated from submitted Proposal.
- Generate Award will create Projects/Activities and Customer Contracts automatically.
- Budgets not posted to Project Costing and Commitment Control until Finalized.

Process Grants



Key Takeaway

- Budget maintained within Grants Module for the life of the Award.
- Billing and Revenue for Grants is managed within the Customer Contracts Module.
- Billing can be in advance (Prepaid) or As Incurred.
- Revenue is managed independently of Billing.



BUSN815b – Grant Management Configurations

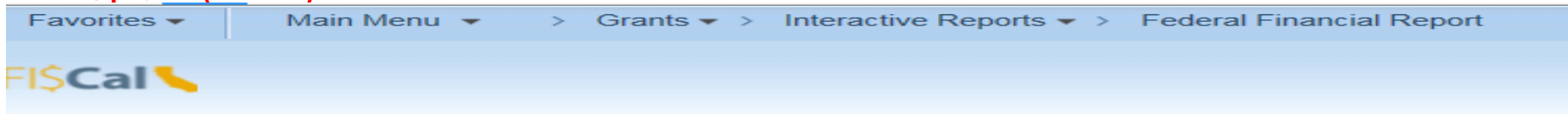


BUSN815b – Grant Management Configurations Workbook

Task Name:	BUSN815b - Submit Proposed Department Values for Grants Management
Submitted by:	
Submitter Phone:	
Submitter Email:	
Date Submitted:	
Provide additional information below to identify individuals who assisted in completing the worksheets in this workbook:	
Worksheet:	INSTITUTIONS
Completed by:	
Completer Email:	
Last Revised Date:	
Worksheet:	SPONSORS
Completed by:	
Completer Email:	
Last Revised Date:	
Worksheet:	PIS
Completed by:	
Completer Email:	
Last Revised Date:	
Worksheet:	INSTITUTION - F&A RATES
Completed by:	
Completer Email:	
Last Revised Date:	
Worksheet:	F&A BASE & TREES
Completed by:	
Completer Email:	
Last Revised Date:	

COVER	DEFINITIONS	INSTITUTIONS	SPONSORS	PIS	INSTITUTION - F&A RATES	F&A BASE & TREE
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- BUSN815b – Grant Management: Institution
- Location Code, DUNS Number and EIN will appear on the Federal Financial Report (FFR)



Federal Financial Report


FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted State Water Resources Control		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 15AACAT3CM		Page 1	of 1 pages
3. Recipient Organization (Name and complete address including Zip code) California Department of Aging 111 First Street Suite 100A, Sacramento, CA 95834					
4a. DUNS Number 949087076	4b. EIN 680301973	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) T3SP15_III1		6. Report Type ?Quarterly ?Semi-Annual ?Annual ?Final	7. Basis of Accounting ?Cash ?Accrual
8. Project/Grant Period From: (Month, Day, Year) 10/01/2014		To: (Month, Day, Year) 12/30/2017		9. Reporting Period End Date (Month, Day, Year) 07/30/2017	
10. Transactions				Cumulative	
(Use lines a-c for single or multiple grant reporting)					
Federal Cash (To report multiple grants, also use FFR attachment):					
a. Cash Receipts				\$19,139,221.03	
b. Cash Disbursements				\$15,298,843.84	
c. Cash on Hand (line a minus b)				\$3,840,377.19	
(Use lines d ? o for single grant reporting)					
Federal Expenditures and Unobligated Balance:					

- BUSN815b – Grant Management: Sponsors**

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[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

Award ID 0000000022
Reference Award Number **Federal Award Identification Number**

Title
Long Description
254 characters remaining

Award PI [Reporting Role](#)

Sponsor


Post Award Administrator

Purpose

Status

Award Type

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[Related Content](#) ▾ | [New Window](#) | [H](#)


[General](#) | [Lines](#) | [Amendments](#)

Contract Number 0000000022
Amendment Number 0000000002

Sold To Customer
***Contract Status**

- BUSN815b – Grant Management: PI**

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[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

Award ID 0000000022

Reference Award Number **Federal Award Identification Number**

Title

Long Description
254 characters remaining

Award PI [Reporting Role](#)

Sponsor

Post Award Administrator


Purpose


Status ▾

Award Type ▾

- BUSN815b – Grant Management: Institution F&A Rates**


Favorites ▾ **Main Menu** ▾ > **Grants** ▾ > **Awards** ▾ > **Project Activity**

FI\$Cal 


General Information | **Definition** | **FA Rates** | **Location** | **Attachments** | **Quality** | **User Fields** | **Rates** | **Budget Alerts** | 


Project DTSC100002-33 **Description** AEROJET CORP RCRA B-C-H-J-R
Activity 25010 **Description** LAND DISPOSAL CLOSURES

F&A Rate Info Find | View All First ◀ 1 of 1 ▶ Last


Facilities Admin Rate  SW&B2 + -


Institution

FA Base  **Institution Rate** Find | View All First ◀ 1 of 1 ▶ Last


Eff Date  **FA Rate %** + -





Sponsor

FA Base  **Sponsor Rate** Find | View All First ◀ 1 of 1 ▶ Last

Eff Date  **FA Rate %** + -

Funded

FA Base  **Funded Rate** Find | View 1 First ◀ 1-4 of 4 ▶ Last

Eff Date <input type="text" value="07/01/2016"/> 	FA Rate % <input type="text" value="101.00"/> + -
<input type="text" value="07/01/2015"/> 	<input type="text" value="102.00"/> + -
<input type="text" value="07/01/2014"/> 	<input type="text" value="114.00"/> + -
<input type="text" value="07/01/2013"/> 	<input type="text" value="105.00"/> + -

BUSN815b – Grant Management: F&A Base & Tree

- This configuration is behind the scene as a F&A Tree configuration. When transaction posts against a project and activity that is tied to an F&A rate using the account listed, the system will produce an analysis type of SFA row in Project Costing
- For example: Expenditures = \$1,000, Indirect Rate = 66.7%
 $\$1000 \times 66.7\% = \667.00 is the additional expenditure to bill the federal agency.

Activity I	Descr	Resource Id	Resource Id From	Analysis Ty	Resource Al	Reporting Stru	Fund Code
3760123	Proposal1-SCW	19083579	G376000001853142017-05-0901	SFA	667.000	37601000	0890
3760123	Proposal1-SCW	G3760000018531	G376000001853142017-05-0901	GLE	1000.000	37601000	0890

Demonstration Overview



Next Steps

- Attend upcoming PC/CA/GM Model Office
- Work with FI\$Cal to complete your configuration workbooks (BUSN815a and BUSN815b)

Questions and Answers



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

- Additional information and screenshots for reference
- <http://www.fiscal.ca.gov/access-fiscal/projectcostingjobaids.html>




One state. One system.

Project Costing



Create & Maintain Projects

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Project Definitions](#) > [General Information](#)


[Home](#)

[General Information](#) | [Project Costing Definition](#) | [Primavera Sync](#) | [Manager](#) | [Location](#) | [Phases](#) | [Approval](#) | [Justification](#) | [User Fields](#) | [Rates](#) | [Attachments](#)

Project **LS0016000516**
[Add to My Projects](#)

*Description

Federal grant project 1

☐ Program

*Integration

6120

CA State Library

Project Type

FEDRL

Federal Grant

Percent Complete

0.00

As Of

Project Health

As Of

Processing Status

Active

Project Status:

Active - allow all transaction

Contract Number:

0000000022

Project Schedule

*Start Date

10/01/2015

*End Date

06/30/2018

[Additional Dates](#)

Description

[Find](#) | [View All](#)

[First](#) | [1 of 1](#) | [Last](#)

Date/Time Stamp

07/28/16 3:40:54PM

User ID

10003986

Description:

FFY 2016 LSTA State Grant


229 characters remaining

Long Description:

Create & Maintain Projects

- **User Fields: Required for Federal Grants - CFDA number/PN/C**




Navigation: Favorites ▾ Main Menu ▾ > Project Costing ▾ > Project Definitions ▾ > General Information

FI\$Cal 

General Information | Project Costing Definition | Primavera Sync | Manager | Location | Phases | Approval | Justification | **User Fields** | Rates |

Project LS0016000516 **Description** Federal grant project 1

User Fields

CFDA Number <input type="text" value="45.310"/>	User Currency <input type="text"/> 
P/N <input type="text" value="01"/>	Amount 1 <input type="text"/>
C <input type="text" value="1"/>	Amount 2 <input type="text"/>
Parent Project Number <input type="text"/>	Amount 3 <input type="text"/>
Field 4 <input type="text"/>	Date 1 <input type="text"/> 
Field 5 <input type="text"/>	Date 2 <input type="text"/> 

Create & Maintain Projects

- Creating Project Activities

Favorites ▾

Main Menu ▾

Project Costing ▾

Project Definitions ▾

General Information ▾

Project Activities

[Home](#) | [Worklist](#) | [Add to Favorites](#)

Project Activities

Gantt Chart

Project LS0016000516

Description Federal grant project 1

Processing Status Active

↔

↶

↷

↵

✂

📄

📄

Number Rows

Expand All Subtasks ▾

Project Activities

Personalize | Find | View All | 📄 | 📅

First 1-2 of 2 Last

Schedule

More Dates

Details

User Fields

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	SO	ACT1	10/01/2015	06/30/2018	0.00	📄	👤	📅
<input type="checkbox"/>	2	LA	LOCALASSISTANCE	10/01/2015	06/30/2018	0.00	📄	👤	📅

Save as Template

[Return to General Information](#)

📄 Save

🔍 Return to Search

📄 Previous in List

📄 Next in List

📄 Notify

🔄 Refresh

Create & Maintain Projects

- Adding a Team Member to the Project

Favorites ▾


Main Menu ▾

> Project Costing ▾

> Project Definitions ▾

> General Information ▾

Team



Team

Team Detail

Project LS0016000516



Description Federal grant project 1



Start Date 10/01/2015

End Date 06/30/2018

Processing Status Active

Project Team Members

Personalize | Find | View All |   First 1 of 1 Last

EmplID	Name	Project Role	Project Manager	Email Notify	Start Date	End Date		
1181003	GREGORY LUCAS	PI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/01/2015	09/30/2017		

Add Members Using Job Code

Job Code

Default Project Role

Add Team Members

Remove Members Using Job Code

Job Code

Remove Team Members

Add Team Member

Save as Template

Import from Template

Go To:

Team Rates

Return to General Information

Create & Maintain Projects


- Adding Custom Attributes

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Project Definitions](#) > [General Information](#)





FISCal





[Rates](#) | [Attachments](#) | [Asset Integration Rules](#) | [Budget Alerts](#) | [Supplemental Data](#) | **[Project Attributes](#)** | [Fund Source](#) | [Emergency Attributes](#)

PC Business Unit 6120 **Project ID** LS0016000516 Federal grant project 1

Reporting Structure  **Estimated Project Cost**

Custom Attributes


	Attribute Name	Description	Value Free Form	Value Drop Down	Value Prompt	UOM		
1	Bond 	Bond tracking	1231456454 					

[Personalize](#) | [Find](#) | [View All](#) |  |  First  1 of 1  Last

Create & Maintain Projects


- Adding Emergency Attributes


Favorites ▾ Main Menu ▾ > Project Costing ▾ > Project Definitions ▾ > General Information Home




FISCal 




[Rates](#)
[Attachments](#)
[Asset Integration Rules](#)
[Budget Alerts](#)
[Supplemental Data](#)
[Project Attributes](#)
[Fund Source](#)
[Emergency Attributes](#)






PC Business Unit 6120 Project ID: LS0016000516

Incident Date 
Statewide Incident Number
Statewide Incident Name

Emergency Type ▾
 Incident Location(County) 

Operational Period From 
Operational Period To 
Departmental Lead 

State Assembly District 
State Senate District 
Federal District 

Custom Attributes				Personalize Find View All  		First	1 of 1	Last
Attribute	Description	Value Free Form						
1 <input type="text"/> 		<input type="text"/>						

Create & Maintain Projects Budget

- Creating a Project Budget in Commitment Control


Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Journals


FI\$Cal





Budget Header Budget Lines Budget Errors

Unit 3960 Journal ID 0000035211 Date 04/25/2016 Budget Header Status Posted

*Process

▼ Lines Personalize | Find | View All |  First 1-4 of 4 Last

Chartfields and Amounts Base Currency Details 


Line	Ledger	Budget Period	SpeedType	Approp Ref	Fund	ENY	Account	Program	PC Bus Unit	Project
3	C_DEX2_BUD	2015		 001	0001	2015	5301	3640	3960	0000000000001524
4	C_DEX2_BUD	2015		 001	0001	2015	5301	3640	3960	0000000000001524
1	C_DEX2_BUD	2015		 001	0001	2015	5301	3640	3960	0000000000001524
2	C_DEX2_BUD	2015		 001	0001	2015	5301	3640	3960	0000000000001524

Activity	Rptg Structure	Set Options	Currency	Amount
0000000000000003	39601000	<input type="button" value="Set Option"/>	USD	50,000.00
0000000000000004	39601000	<input type="button" value="Set Option"/>	USD	50,000.00
0000000000000001	39601000	<input type="button" value="Set Option"/>	USD	100,000.00
0000000000000002	39601000	<input type="button" value="Set Option"/>	USD	100,000.00

Collect, Distribute, and Price Project Cost

- Fund Distribution Source Criteria

Favorites ▾ **Main Menu** ▾ > **Project Costing** ▾ > **Funds Distribution** ▾ > **Funds Distribution**

FI\$Cal 


Funds Distribution - Source

Business Unit 3960 **Copy From**


Project 000000000002158 **JO- Test F&A**


Activity Options

☐ All Participating Activities

☒ Specify Activity  Activity 1


Rates **Find** First 1 of 1 Last


*Effective Date  **Status** Active ▾ + -


Rate Selection ▾ **Rate** 






















[View/Add Rates](#)

Source Criteria **Find** | View All First 1 of 1 Last

*Effective Date  **Status** Active ▾ ☒ Group Target Definitions + -

Define Criteria for Incoming Transactions **Personalize** | Find |  First 1-4 of 4 Last

Project Costing and HR | **General Ledger** 

Target	*Target Group ID	Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code
Target	<input type="text" value="1"/>	%	ACT 	% 	% 	% 	% 	% 	% 
Target	<input type="text" value="1"/>	%	GLE 	% 	% 	% 	% 	% 	% 
Target	<input type="text" value="1"/>	%	PAY 	% 	% 	% 	% 	% 	% 

Collect, Distribute, and Price Project Cost

- Fund Distribution Target Rules**

Funds Distribution - Target

Business Unit 3960

Project 000000000002158

JO- Test F&A

Activity ACT1

Activity 1

Source Criteria

Effective Date 05/01/2016

Status Active

Target Group ID 1

Define Criteria for Incoming Transactions [Personalize](#) | [Find](#) | [Grid](#) | First 1-4 of 4

[Project Costing and HR](#) | [General Ledger](#) | [...](#)

Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Unit of Measure	Empl ID	Currency Code
%	ACT	%	%	%	%	%	%	%	%	%
%	GLE	%	%	%	%	%	%	%	%	%
%	PAY	%	%	%	%	%	%	%	%	%
%	PLX	%	%	%	%	%	%	%	%	%

[Sort Descending Sequence](#)

Target Thresholds

[Find](#) | [View All](#) | First 1 of 1 Last

Sequence Description Status Start Date End Date ☐ Adjustment [+](#) [-](#)

Threshold Amount Distributed Amount 0.00 Exception Amount 0.00 Currency USD

Define Target Rows [Personalize](#) | [Find](#) | [Grid](#) | First 1-2 of 2 Last


[Project Costing](#) | [General Ledger](#) | [...](#)

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	Re
30.0000	FDS	State Distribution	ACT1	%	%	%	30,000.00	0.00	<input checked="" type="checkbox"/>
70.0000	FDF	Federal Distribution	ACT1	%	%	%	70,000.00	0.00	<input checked="" type="checkbox"/>

Collect, Distribute, and Price Project Cost

- Rate Sets & PC Pricing – Rate set source criteria for incoming transactions

Favorites ▾ **Main Menu** ▾ > **Set Up Financials/Supply Chain** ▾ > **Product Related** ▾ > **Project Costing** ▾ > **Pricing Structure** ▾ > **Rate Sets**


FISCal 

Rate Sets | **Target**

Business Unit 3960
Rate Set Type Standard
***Description**


Rate Set GMRATE
***Rate Definition Type**
Rate Set Category









































Define Rate Set Find | View All First 1 of 1 Last

Effective Date  **Status**

☐ **Enable Variance**

Define Criteria for Incoming Transactions Personalize | Find | View All First 1-4 of 6 Last

Source Information 

Target▲	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Curr
Target	SFA 	% 	% 	% 	% 	% 	% 	% 	% 	% 
Target	GLE 	IAG 	% 	% 	% 	% 	% 	% 	% 	% 
Target	ACT 	% 	% 	% 	% 	% 	% 	% 	% 	% 
Target	FDL 	IAG 	% 	% 	% 	% 	% 	% 	% 	% 

Collect, Distribute, and Price Project Cost

- Rate Sets & PC Pricing – Rate set target criteria

Rate Sets

Target

Business Unit 3960

Description Grant Rate Set

Rate Set Type Standard

Rate Set GMRATE

Rate Definition Type Billing

Rate Set Category

Source Criteria

Find First 2 of 6 Last

Analysis Type FDL

Job Code %

Project Role %

Time Reporting Code %

Employee ID %

General Ledger Business Unit %

Unit of Measure %

Currency %

General Ledger Information

General Ledger Chartfields



Source Type	Category	Subcategory	Account	Alternate Account	Service Location	Fund	Reporting Structure	Program	Appropriation Reference
IAG	%	%	%	%	%	%	%	%	%

<

>

Target

Define Target Rows

Personalize | Find | View All |   First 1 of 1 Last

Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency		
NON		1.000000	No markup	BIL	<input type="checkbox"/>						<div>+</div> <div>-</div>

Collect, Distribute, and Price Project Cost

- Project Chartfield values on a PO Schedule

Distributions for Schedule 1

Unit 3960
PO ID 0000000010
Line 1
Schedule 1

Supplier PUBLICCONS-001
Item [PO with 1 line, line 1](#)
Status Active

*Distribute By

SpeedChart [Multi-SpeedCharts](#)

Schedule Qty 1.0000
Merchandise Amount 10,460.00 USD
Doc. Base Amount 10,460.00 USD

Distribution [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	Approp Ref	Fund	ENY	*Account	Alt Acct
1	Open	100.0000	10,460.00	USD	3960		001	0014	2013	5340580	5340580000

Distributions for Schedule 1

Unit 3960
PO ID 0000000010
Line 1
Schedule 1

Supplier PUBLICCONS-001
Item [PO with 1 line, line 1](#)
Status Active

*Distribute By

SpeedChart [Multi-SpeedCharts](#)

Schedule Qty 1.0000
Merchandise Amount 10,460.00 USD
Doc. Base Amount 10,460.00 USD

Distribution [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Dist	Status	Percent	Alt Acct	Program	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
1	Open	100.0000	5340580000	3625	3960	DTSCHWMHWCA	22004			

Collect, Distribute, and Price Project Cost


- Project Chartfield values on an AP voucher

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary																												
Business Unit 3960 Voucher ID 00000596 Voucher Style Regular Voucher Invoice Date 05/10/2016 Invoice Received 05/10/2016 Supplier ID 0000000001 ShortName CACOURTCLE-001 Location MAIN Address 1		Invoice No ge123 Accounting Date 05/10/2016 Pay Terms NET45 Basis Date Type User Date <input checked="" type="checkbox"/> Tax Exempt <input type="checkbox"/> Confidential		Invoice Total <table border="1"> <tr> <td>Line Total</td> <td>10,000.00</td> </tr> <tr> <td>Currency</td> <td>USD</td> </tr> <tr> <td>Miscellaneous</td> <td></td> </tr> <tr> <td>Freight</td> <td></td> </tr> <tr> <td>Sales Tax</td> <td></td> </tr> <tr> <td>Use Tax</td> <td>0.00</td> </tr> <tr> <td>Total Difference</td> <td>10,000.00</td> </tr> </table>		Line Total	10,000.00	Currency	USD	Miscellaneous		Freight		Sales Tax		Use Tax	0.00	Total Difference	10,000.00														
Line Total	10,000.00																																
Currency	USD																																
Miscellaneous																																	
Freight																																	
Sales Tax																																	
Use Tax	0.00																																
Total Difference	10,000.00																																
<div> <div>Save</div> <div>Action</div> <div>Run</div> <div>Calculate</div> <div>Print</div> <div>Submit Approval</div> </div>																																	
Copy From Source Document																																	
Invoice Lines <div> <div>Line 1</div> <div> <input type="checkbox"/> Copy Down </div> <div> Distribute by Amount Item Quantity UOM Unit Price Line Amount 10,000.00 </div> <div> SpeedChart Ship To 3960000002 Description Packing Slip </div> <div> <input type="button" value="Calculate"/> </div> </div>																																	
Distribution Lines <div> <div> <div>GL Chart</div> <div>Exchange Rate</div> <div>Statistics</div> <div>Assets</div> </div> <table border="1"> <thead> <tr> <th>Copy Down</th> <th>Line</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>GL Unit</th> <th>Approp Ref</th> <th>Fund</th> <th>ENY</th> <th>Account</th> <th>Alt Acct</th> <th>Program</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>10,000.00</td> <td>1.0000</td> <td>3960</td> <td>001</td> <td>0001</td> <td>2015</td> <td>5301050</td> <td>00000000000</td> <td>3620</td> <td>3960</td> <td>000000000001576</td> <td>1</td> </tr> </tbody> </table> </div>						Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Activity	<input type="checkbox"/>	1	10,000.00	1.0000	3960	001	0001	2015	5301050	00000000000	3620	3960	000000000001576	1
Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Activity																				
<input type="checkbox"/>	1	10,000.00	1.0000	3960	001	0001	2015	5301050	00000000000	3620	3960	000000000001576	1																				

Collect, Distribute, and Price Project Cost

- Project Chartfield values on a GL Journal Line

[Favorites](#) ▾ | [Main Menu](#) ▾ > [General Ledger](#) ▾ > [Journals](#) ▾ > [Journal Entry](#) ▾ > [Create/Update Journal Entries](#)



FI\$Cal 



[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit 3960 Journal ID 0000036350 Date 07/07/2016 ☐ Errors Only



Template List Search Criteria

*Process ▾ Line ▾ ▴ ▾ ▴

▼ **Lines** [Personalize](#) | [Find](#) |  

Select	Line		Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1		001	0001	2015	5100000	51000000000	3620011	3960	0000000000002165	0000000000000001
<input type="checkbox"/>	2		001	0001	2015	5100000	51000000000	3620011	3960	0000000000000923	1

◀ ▶


▼ **Totals** [Personalize](#) | [Find](#) | [View All](#) |   First ◀ 1 of 1 ▶ Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
3960	2	199,000.00	199,000.00	P

Collect, Distribute, and Price Project Cost








- Project Transaction List




Favorites ▾ Main Menu ▾ > Project Costing ▾ > Transaction Definitions ▾ > Transaction List































FI\$Cal 

Transaction List

Project 000000000002165 Description Anderson W. project descript.
Activity 000000000000001 Description Design [Add Transactions](#) [Transaction Adjustment](#)

Analysis Group  From Date  Through Date 
Date Type ▾ Max Rows     1 to 5 of 5

Project Transactions [Personalize](#) | [Find](#) | [View All](#) |  |  First  1-5

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
<input type="text" value="BIL"/> 	<input type="text" value="IAG"/> 	<input type="text" value=""/> 	<input type="text" value=""/> 			199,000.00	USD		
<input type="text" value="BIL"/> 	<input type="text" value="IAG"/> 	<input type="text" value=""/> 	<input type="text" value=""/> 			1,000.00	USD		
<input type="text" value="GLE"/> 	<input type="text" value="IAG"/> 	<input type="text" value=""/> 	<input type="text" value=""/> 			199,000.00	USD		
<input type="text" value="GLE"/> 	<input type="text" value="IAG"/> 	<input type="text" value=""/> 	<input type="text" value=""/> 			199,000.00	USD		
<input type="text" value="OLT"/> 	<input type="text" value="IAG"/> 	<input type="text" value=""/> 	<input type="text" value=""/> 			198,000.00	USD		

Process Project Capitalization


Favorites ▾

Main Menu ▾

> Project Costing ▾

> Assets ▾












> Define Assets



Define Assets

Asset Business Unit: 0840 **Description:** State Controller
Asset Identification: 0000000000078

Asset Detail

*Profile:	BUILDINGS 	Description:	Blue Building
Quantity:	1.0000	Short Description:	Blue Build
Transaction Date:	04/23/2014 	Reporting Structure:	
Accounting Date:	04/23/2014 	Cost Type:	W 
In Service Date:	04/23/2014 	Category:	
<input type="checkbox"/> Parent Asset		Location:	
Parent:		Model:	
Group:		Manufacturer:	
Tag Number:		Load Type:	Financial & Physical Add
Serial ID:			

☐ **Enable Book Processing**
[Relate by Asset](#)

Process Project Capitalization

- Assigning Transactions to the WIP Asset

Favorites ▾

Main Menu ▾ > Project Costing ▾ > Assets ▾ > Assign Transactions to Assets

Home

Worklist

FI\$Cal

Project: 000000000000412

Description: Federal Grant Project 1

Assignment Parameters

Find | View All

First 1 of 1 Last

Assign Type: Asset

Asset Business Unit: 0840

Asset ID: 0000000000078

Description: Blue Building

Criteria ID:

Description:

Define Filter Criteria

Activity:

*Include Type: All Included Rows

Max Rows:

1 to 2 of 2

Search

Transactions

Personalize | Find | View All | 1-2 of 2 Last

Action	Activity	Asset Business Unit	Profile ID	Asset ID	Analysis Type	Source Type	Category	Subcategory	Quantity	Amount
<input type="button" value="Include"/>	000000000000001				ACT				1.00	\$1,000.00
<input type="button" value="None"/>	000000000000001				ACT				1.00	\$85.00

Total Amount: \$1,085.00 USD

Assign Transactions

Clear Assignments

Return to Assign Transactions to Assets



One state. One system.


Customer Contracts



Create and Amend Customer Contracts

- Create Customer Contract – Contract General Information

Favorites ▾ | **Main Menu** ▾ > **Customer Contracts** ▾ > **Create and Amend** ▾ > **General Information**

FI\$Cal 

General | **Lines** | **Amendments**

Contract Number 0000000114 Sold To Customer Commission on States Mandates
 Amendment Number 0000000000 *Contract Status ACTIVE x 🔍

Amend Contract

Description Rate

Contract Admin 🔍

Region Code

Contract Type GENERAL

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 03/15/2016

Contract Role

Add to My Contracts

Processing Status Active

Amendment Status Pending

Business Unit Dept. Toxic Substances Control

Contract Classification Standard

Start Date 03/15/2016

End Date 03/15/2017

Last Update Date/Time 03/15/2016 12:43:19PM

Last Update User ID Z_FUNC_SUPER_USER

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

▶ **Other Information**


▶ **Summary of Amounts** ?

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More ▾

Create and Amend Customer Contracts



- Create Customer Contract – Contract Lines


General
Lines
Amendments




Contract Number 0000000114

Sold To Customer Commission on States Mandates

Amendment Number 0000000000
Contract Status ACTIVE

Amend Contract

Contract Lines ?
Personalize | Find | View All |  
First 1 of 1 Last

General
Detail
Billing Amount Details
Revenue Amount Details


Actions▼	Line	Product	Description	Price Type	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	AS_INCURRED	Non-Grants Rate based	Rate		03/15/2016 	03/15/2017 	Active	Supplemental Data

Billing Plans
Revenue Plans
Milestones
Renewals
Supplemental Data

Create and Amend Customer Contracts

- Create Customer Contract – Line Details

General

Lines

Amendments

Contract Number 0000000114


Sold To Customer Commission on States Mandates

Amendment Number 0000000000

Contract Status ACTIVE

Amend Contract

Contract Lines ?

Personalize | Find | View All |   First 1 of 1 Last

General

Detail

Billing Amount Details

Revenue Amount Details

Actions▼	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms▼	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AS_INCURRED	Non-Grants Rate based	Rate	Ready	Ready	Contract Terms	Distribution	Internal Notes	Commission on States Mandates

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Create and Amend Customer Contracts

- Create Customer Contract – Line Details – Contract Terms

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Contract Terms

Related Projects | **Contract Amendments**

Contract Number 0000000114 **Sold To Customer** Commission on States Mandates
Amendment Number 0000000000 **Contract Status** ACTIVE

Contract Line 1 **Price Type** Rate
Product AS_INCURRED
Description Non-Grants Rate based

Amend Contract

PC Business Unit 3960 **Transaction Limits** **Review Limits**
Billing Limit **Perform Limit Checking**
Revenue Limit **Retainage ID**
Discount ID ☐ **Tiered Pricing** **Tiered Pricing**

Associated Rates [Personalize](#) | [Find](#) | First 1 of 1 Last

	Effective Date	Status	Rate Selection	Rate Set
1	03/15/2016	Active	Rate Set	GMRATE

Associated Projects & Activities [Personalize](#) | First 1 of 1 Last

*Project	*Activity	Description	Description
0000000000000923	5	TEST GE PROJECT 1	5

Create Project **Create Activity** **All Activities**

[Return to General Information](#)

Process Billing & Revenue

- Create Customer Contract – Line Details – Accounting Distribution

Accounting Distribution

Commission on States Mandates

Contract 0000000114

Line Num 1

Description Non-Grants Rate based

Billing Amount

0.00

Revenue Amount

0.00

Unit 3960

Currency USD

Accounting Distributions

Find | View All First 1 of 1 Last

*Effective Date 03/15/2016

Revenue Forecast

Personalize | Find | View All | First 1 of 1 Last

Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Rptg Structure
100.00000000	0.00	3960			

Unbilled AR

Personalize | Find | View All | First 1 of 1 Last

Percentage	Billing Amount	Revenue Amount	GL Unit	Distribution Code	Approp Ref	Fund	ENY	Account	Alt Acct
100.00000000	0.00	0.00	3960			0001	2015	1200050	000000

Unbilled AR

Personalize | Find | View All | First 1 of 1 Last

Program	Project	Rptg Structure	Svc Loc	Agency Use	Affiliate	Fund Affil	Stat	Valid
								<input checked="" type="checkbox"/>

Process Billing & Revenue

- Create Customer Contract – Line Details – Billing Plan

Billing Plan General				Events	Tax Parameters	History
Contract 0000000114		BI Unit 3960				
Sold To Customer DEPT016000		Commission on States Mandates				
Billing Plan B101		As Incurred				
		Bill To DEPT016000		Commission on States Mandates		
		Currency USD				
Description As Incurred			*Billing Status Ready		▼ Actions	
Billing Method As Incurred					<input type="checkbox"/> Hold	
Customer Information						
BI Unit 3960		Dept. Toxic Substances Control				
*Bill To Customer DEPT016000		Commission on States Mandates				
Addr Num 1						
Bill To Contact						
Billing Options						
Bill Type MIS		<input type="checkbox"/> Pre Approved				
Bill Source CA		<input type="checkbox"/> Direct Invoice				
Summarization Template ID						
Purchase Order						
Billing Header Note		Internal Notes		Preview Summarization Template		
Billing Default Overrides						
Invoice Form SERVLIN		View Customer Defaults				
Cycle ID		Customer Contract and Activity				
Bill By ID ACTIVITY						
Payment Method						
Payment Terms						
Billing Inquiry						
Billing Specialist						
Billing Authority						
Transaction Options						
Bill Currency Contract Currency						
Retainage Options						
Items previously held as Retainages						
<input type="radio"/> Bill		<input type="radio"/> Write-off		<input checked="" type="radio"/> Hold		
Tolerance Options						
Minimum Bill Amount		0.00				
		<input type="checkbox"/> Final Bill				

- Cycle Id when month-end is selected, the system automatically run all the contract/billing processes.
- Bill by ID is how you want to bill the customer

Process Billing & Revenue



- Create Customer Contract – Line Details – Billing Plan


Billing Plan General | Events | Tax Parameters | **History**



Contract 0000000203 BI Unit 3960
 Sold To Customer 0000000001 CA Student Aid Commission Bill To 0000000001 CA Student Aid Commission
 Billing Plan B101 As Incurred Currency USD

Amount Details

Total Net Extended Amount	0.00
---------------------------	------

Contract Billing History Personalize | Find |   First 1-2 of 2 Last

Source **Billing** | Contracts | Projects | 

*Cross Reference Sequence No.	BI Unit	Billing Worksheet	Invoice	Invoice Type	Invoice Date		Billing Currency	Net Extended Amt	Gross Extended
1	3960		0000001000142	REG	04/26/2016	AR Item Info	USD	-500.00	-500.00 
2	3960		0000001000152	REG	04/27/2016	AR Item Info	USD	500.00	500.00 



Return to Assign Billing Plan


Billing Plan General | Events | Tax Parameters | **History**



Contract 0000000203 BI Unit 3960
 Sold To Customer 0000000001 CA Student Aid Commission Bill To 0000000001 CA Student Aid Commission
 Billing Plan B101 As Incurred Currency USD

Amount Details

Total Net Extended Amount	0.00
---------------------------	------

Contract Billing History Personalize | Find |   First 1-2 of 2 Last

Source | Billing | Contracts | **Projects** | 

*Cross Reference Sequence No.	PC Business Unit	Project	Net Amt	Gross Amt	Billing Currency
1	3960	000000000001467	-500.00	-500.00 USD	
2	3960	000000000001467	500.00	500.00 USD	

Process Billing & Revenue





- Create Customer Contract – Line Details – Billing Plan



Billing Plan General | **Events** | **Tax Parameters** | **History**

Contract 0000000203 BI Unit 3960
 Sold To Customer 0000000001 CA Student Aid Commission Bill To 0000000001 CA Student Aid Commission
 Billing Plan B101 As Incurred Currency USD

Amount Details

Total Net Extended Amount	0.00
---------------------------	------

Contract Billing History Personalize | Find |  |  First  1-2 of 2  Last


Source	Billing	Contracts	Projects							
*Cross Reference Sequence No.	BI Unit	Billing Worksheet	Invoice	Invoice Type	Invoice Date		Billing Currency	Net Extended Amt	Gross Extended	
1	3960		0000001000142	REG	04/26/2016	AR Item Info	USD	-500.00	-500.00	
2	3960		0000001000152	REG	04/27/2016	AR Item Info	USD	500.00	500.00	


Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Unit 3960 Customer 0000000001 CA Student Aid Commission
 Item ID 0000001000152 Line Days Late 67 Status Open

Accounting Date 04/27/2016 Balance 500.00 USD Billing Unit 3960 Detail
 Entry Type INV Original Amount 500.00 USD
 Entry Reason MIS
 AR Dist Info AR-REVENUE

Discount Options


Due Date 05/27/2016  Due Days

Terms NET30  Discount Days

Discount Amount 0.00 Date

Discount Amount 1 Date 1

☐ Always Allow Discount

As Of Date 04/27/2016  Posted 04/28/2016

Payment/Draft Options

Payment Method Pay By Credit Card

Draft Type



Direct Debit Profile ID

☐ Preapproved?



☐ Create Document?



☐ One Item per Draft?


Customer Relations


☐ Dispute Reason  Date 


☐ Deduction Dispute Amount


☐ Doubtful Reason  Date 

☐ Collection Code  Date 

Analyst ANALYST  Default Credit Analyst

Collector COLLECT  DTSC Collection & Resolution

Sales Person DEFAULT  Default Support Team Member

AR Specialist 

Other Options

☒ Revaluation Flag ☒ Available for Netting

Item Creation/Update Details

Created On 04/28/2016 2:10PM Last Modified On 04/28/2016 2:10PM
 Modified By Z_FUNC_SUPER_USER

Process Billing & Revenue

- Accounting entries in AR

Detail 1 | Detail 2 | Detail 3 | **Item Activity** | **Item Accounting Entries** | Item Audit History

Unit 3960 Customer 0000000001 CA Student Aid Commission
Item ID 0000001000152 Line Days Late 67 Status Open



Balance 500.00 USD


Accounting Line Display

☒ Standard ☐ Supplemental (Entry Event) ☐ Both Display


Item Activity Find | View All First 1 of 1 Last



Seq 1 Entry Type INV Acctg Date 04/27/2016 Amount 500.00 Revenue Estimate


Accounting Lines Personalize | Find |   First 1 of 1 Last

Accounting Information | Line Information | Document | Journal Reference Information | Item Creation/Update Details 


Line	Type	Ledger Group	Ledger	GL Unit	Appropriation Reference	Fund	ENY	Account	Alternate Account	Progra
1	Standard	MODACCRL	MODACCRL	3960	001	0890	2015	1200000	0000000000	36200



Accounting Lines Personalize | Find |   First 1 of 1 Last

Accounting Information | Line Information | Document | Journal Reference Information | Item Creation/Update Details 

Line	Type	nt	Program	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Re St
1	Standard		3620011	3960	0000000000001467	ACT1				



Process Billing & Revenue

- Create Customer Contract – Line Details – Revenue Plan

Revenue Plan

Revenue Plan

Contract 0000000114 Business Unit 3960 Currency USD
 Sold To Customer DEPT016000 Commission on States Mandates GL Business Unit 3960
 Revenue Plan R101 GL Currency USD

Description x

*Plan Status ▼

▼ Actions

Recognition Method As Incurred




☐ Hold

Define Events By

[Add Milestone](#)

Event Detail

Personalize | Find | View All |   First 1 of 1 Last

Event	Event Type	*Event Status	Accounting Date		
1	<input type="text" value="Date"/> ▼	<input type="text" value="Pending"/> ▼	<input type="text" value="08/01/2016"/> 	Event Note	 

Customer Contracts Amendments

General

Lines

Amendments

Contract Number 0000000228



Sold To Customer CALICO CENTER

Amendment Number 0000000000

Contract Status ACTIVE

Amend Contract

Amendments


Personalize | Find | View All |   First 1 of 1 Last

General

Statistics

Billing Amended Amounts

Revenue Amended Amounts

Misc. 

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			04/22/2016	Complete	Detail	Notes

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Click Amend Contract to initiate a Contract Amendment.

Customer Contracts Amendments

[General](#)
[Lines](#)
[Amendments](#)

Contract Number 0000000228



Sold To Customer CALICO CENTER

Pending Amendment 0000000001

Contract Status ACTIVE


View Current

Amendments

[Personalize](#) | [Find](#) | [View All](#) |  

First 1-2 of 2 Last

[General](#)
[Statistics](#)
[Billing Amended Amounts](#)
[Revenue Amended Amounts](#)
[Misc.](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			04/22/2016	Complete	Detail	Notes
0000000001	<input type="text"/>	<input type="text"/>	08/01/2016 	Pending	Detail	Notes

[Billing Plans](#)
[Revenue Plans](#)
[Milestones](#)
[Renewals](#)
[Amount Allocation](#)
[Supplemental Data](#)

Original Contract Agreement is always Amendment “0000000000” and is “greyed out” upon Activation.




One state. One system.

Grants Management



Create Proposal – Illustration (Proposal Definition)

Favorites ▾
Main Menu ▾
> Grants ▾
> Proposals ▾
> Maintain Proposal



Proposal
Projects
Budgets
Resources
Certifications
Reports
Attachments

Proposal ID 0000000203
Version ID V101

Description
Currency USD
Add to My Proposals

Reference Award Number
Federal Award Identification Number

*Title

Long Description
254 characters remaining

*PI ID

* Sponsor ID

Pre-Award Administrator

Purpose

*Proposal Type

Confidence %

CFDA

Status

*Proposal Status

Submit Status: Submitted

Generate Status Contract Generated

☐ In Approval Process

☒ Facilities & Admin Requested

☐ Foreign Application/Component

☐ NIH Modular Grant

Due By
Budget Express
Additional Information

84

Create Proposal – Illustration (Proposal Definition)

*Start Date 04/14/2016

*End Date 04/18/2018

No. Periods

Build Periods

Budget Periods

Personalize | Find |   First 1-2 of 2 Last

Details

PHS Incomes



Period	*Start Date	*End Date	Target Sponsor Budget		
1	04/14/2016 	04/13/2017 	1,910,000.00		
2	04/14/2017 	04/18/2018 			

Create Proposal – Illustration (Proposal Projects)

Proposal
Projects
Budgets
Resources
Certifications
Reports
Attachments

Proposal ID 0000000203
 Version ID V101
Description Test123
 Currency USD

Proposal Projects
Find | View All
First 1 of 2 Last

Project ID ☒ **Primary**
Project 000000000001467

***Title**

Long Description

254 characters remaining

***Reporting Structure**

***Subdivision**

***Institution**



Dept Contact


Dept Rep

[Other Contacts](#)
[Department Credit](#)

SPO

SPO Contact

F & A Distribution
Personalize | Find |  
First Last

*Department	Location	Comments	Percent Share		
<input type="text" value="Environmental Chemistry Lab"/>			<input type="text" value="100.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Project Percent Share 100.00

Go To
Location
Protocols
Component
Setup Level
Keywords
Gender & Minority Study
Trainee
Attributes

Create Proposal – Illustration (Proposal Budget)

[Proposal](#)
[Projects](#)
[Budgets](#)
[Resources](#)
[Certifications](#)
[Reports](#)
[Attachments](#)

Proposal ID 0000000203 Version ID V101

Description Test123 Currency USD

Proposal Project Find | View All First 1 of 2 Last



Project ID 000000000001467 Title Proposal 1 - JO

Budget Header Find | View All First 1 of 1 Last

Budget ID ACT1 Description + -

Start Date 04/14/2016 End Date 04/18/2018

☒ Include in Proposal

Budget Period Personalize | Find |   First 1-2 of 2 Last

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	04/14/2016	04/13/2017	804,000.00	Program Income	<input type="text"/>
2	04/14/2017	04/18/2018		Program Income	<input type="text"/>


F & A and Pricing Setup Total 804,000.000

Go To Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attributes

Generate Award – Illustration (Generate Award)

[Favorites ▾](#)
[Main Menu ▾](#)
[Grants ▾](#)
[Proposals ▾](#)
[Generate Award](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [S](#)



[New Window](#) | [Help](#) | [Personalize P](#)

Generate Award

From Proposal 0000000203

To Award x

From Version V101

☐ Pre-award Spending

☐ Add to Grants Portal Security?

Project

[Find](#) | [View All](#)
First 1 of 1 Last

☒ Primary Project

☒ From Project 000000000001467 bpw

Project

Budget

[Personalize](#) | [Find](#) | |
First 1 of 1 Last

	From Budget	Activity	Description
<input checked="" type="checkbox"/>	ACT1	<input type="text" value="ACT1"/>	Activity 1

Generate

Generate Award – Illustration (Award Profile)

[Award](#)
[Funding](#)
[Resources](#)
[Certifications](#)
[Terms](#)
[Milestones](#)
[Key Words](#)
[Funding Inquiry](#)

Award ID 0000000203
Reference Award Number **Federal Award Identification Number**

Title
Long Description 244 characters remaining





Award PI [Reporting Role](#)

Sponsor CA Student Aid Commission
Post Award Administrator

Purpose
Status
Award Type
CFDA
Proposal ID
Version ID
Start Date
End Date

[View Contract](#)
[View Proposal](#)
[Additional Information](#)
[Grant Administrator](#)
[Sponsor Website](#)

Primary Project PI HUNTER,SHALINEE

Associated Project			Personalize Find 	First 	1-2 of 2 	Last 
PC Business Unit	Project	Description				
3960	0000000000001467	Proposal 1 - JO				
3960	0000000000001468	Proposal 2 - JO				

Go To:
[Sponsor](#)
[Protocols](#)
[Attributes](#)
[Department Credit](#)
[Notepad](#)
[Award Modifications](#)

Generate Award – Illustration (Funding)

[Award](#) [Funding](#) [Resources](#) [Certifications](#) [Terms](#) [Milestones](#) [Key Words](#) [Funding Inquiry](#)

Award ID 0000000203

Award Title Proposal 1

Reference Award Number x

Currency USD

Award PI HUNTER,SHALINEE

Primary Project PI HUNTER,SHALINEE

Total Award Amount 1,910,000.00

Funding Info

[Find](#) | [View All](#) First 1 of 2






Project 000000000001467

Proposal 1 - JO

Project PI HUNTER,SHALINEE

Detail

[Personalize](#) | [Find](#) |   First 1-2 of 2 Last

Period		*Start Date	*End Date	Funded Amount	To Project ID	Budget Posting Status	PC Distribution Status	
1		<input type="text" value="04/14/2016"/> 	<input type="text" value="04/13/2017"/> 	804,000.00	<input type="text" value="000000000001467"/> 	Posted	Distributed	

Generate Award – Illustration: Budget – Detail (Post Budget to KK and to PC)

Budget Detail

Project 000000000001467 Proposal 1 - JO

Budget Period 1

Begin Date 04/14/2016

End Date 04/13/2017

Finalize

[Process Monitor](#)

Project Budget Summary

Cost Share Direct \$0.00


Currency USD

Total Budget \$804,000.00

Sponsor Budget \$804,000.00

Security Status None

Budget Amounts for Period

[General](#) | [Project Detail](#) | [General Ledger Detail](#) | [Grants Detail](#) | 

Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Program	Activity	Analysis Type	Source Type	Category	Subcategory
	0890	2015	50			ACT1	BUD			
	0890	2015	50			ACT1	BUD			
	0890	2015	50			ACT1	BUD			

[Personalize](#) | [Find](#) | [View All](#) |  |  First  1-3 of 3  Last

Agency Use	Affiliate	Fund Affiliate	Budget Item	Amount	Currency
			EQUIP	400,000.00	USD
			FACADM	204,000.00	USD
			PERSON	200,000.00	USD

Generate Award – Illustration (Funding Inquiry)

[Award](#) |
 [Funding](#) |
 [Resources](#) |
 [Certifications](#) |
 [Terms](#) |
 [Milestones](#) |
 [Key Words](#) |
 [Funding Inquiry](#)

Award ID 0000000203

Reference Award Number 123456

Total Projected Award Amount \$1,910,000.000

Total Reported Award Amount \$1,910,000.000

Total Posted Budget Amount \$1,910,000.000

Total Limit Amount \$1,910,000.000

Begin Date 04/14/2016

End Date 04/18/2018

[Recalculate the Amounts](#)

Contract Lines



Find | View All First 1 of 1 Last

Contract Line 1

Total Posted Budget Amount \$1,910,000.000

Billing Limit Amount \$1,910,000.000

Project Detail

Personalize | Find |   First 1-2 of 2 Last

Project	Activity	Funded Amount	Posted Budget Amount		
1 0000000000001467	ACT1	\$804,000.000	\$804,000.000		
2 0000000000001468	ACT2	\$1,106,000.000	\$1,106,000.000		

Update Grants Contract – Illustration (Contract Header) - Proposal ID = Award ID = Contract ID

General	Lines	Amendments
Contract Number 0000000203		Sold To Customer CA Student Aid Commission
Amendment Number 0000000000		*Contract Status ACTIVE
<input type="button" value="Amend Contract"/>		<input type="button" value="Add to My Contracts"/>
Description Proposal 1		Processing Status Active
Contract Admin		Amendment Status Complete
Region Code		Business Unit Dept. Toxic Substances Control
Contract Type GRANTS		Contract Classification Standard
Currency Code USD		Start Date 04/14/2016
Exchange Rate Type CRRNT		End Date 04/18/2018
Contract Signed 04/14/2016		Last Update Date/Time 04/14/2016 12:22:41PM
Contract Role		Last Update User ID Z_DEPT_CA_APPROVER
		Separate Fixed Billing and Revenue: <input type="checkbox"/>
		Separate As Incurred Billing and Revenue: <input type="checkbox"/>
<input type="button" value="Other Information"/>		
<input type="button" value="Summary of Amounts"/>		
Billing Plans	Revenue Plans	Milestones
Renewals	Supplemental Data	Go To <input type="button" value="More"/>